

12 March 1986

MEMORANDUM FOR: Chief, Retirement Division

25X1 FROM: [REDACTED]

SUBJECT: Resource Requirements for In-House Retirement

25X1 1. Retirement Division will need three additional personnel slots in order to properly administer both the old retirement program and the new supplemental program internally. Administration of the new thrift plan will require one slot, another will be due to RD's increased involvement with FEGLI (which presumably will no longer be handled for our annuitants by OPM) and the increased number of annuitants handled by RD, and the third will be a clerical position to handle the increased filing and correspondence. [REDACTED]

25X1 2. RD will also require a small amount of additional file space. We estimate that an additional 14 cubic feet per year would be sufficient to accommodate the increase in annuitant files. Thus, over the next five years, 70 cubic feet of file space will be needed. [REDACTED]

25X1 3. Computer equipment and programs will also be necessary for RD. A program to handle the new thrift plan will need to be developed in conjunction with the Office of Finance. Programs will also be needed to compute the benefits under the new supplemental retirement program, and to compute estimates of Social Security benefits. For the latter, a program is already available for the IPM PC. In the long run, capabilities will be needed enabling RD to send data directly to OF. There should be at least one computer terminal for every two retirement counselors. [REDACTED]

25X1 4. The Office of Finance estimates they will need an additional twenty employees to handle their increased workload. They will need extra space equivalent to about one-half of a floor of Key building for the extra personnel, file space, and computer equipment. They will also need some new computer programs. The above reflects the opinion of [REDACTED] DC of Compensation Division. [REDACTED]

25X1 5. We discussed new computer capabilities with [REDACTED] of OIT and [REDACTED] of OP. It is imperative that OP and OF jointly define their automation requirements as soon as possible. Without this information, OIT can not estimate the additional resources needed, much less begin the design phase. When we take over the administration of retirement, it may be necessary to begin by using a temporary computer system until a more refined system can be implemented for the long term. [REDACTED]

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6. Currently TRB retrieves the files of transferees from the losing agency, makes a microfilm of pertinent file documents, and then forwards the file to NPRC in St. Louis. This whole process should be reviewed in connection with the plan to bring records in-house, because the current system is not secure. [REDACTED]

If it is decided to bring such records in-house, and/or keep such records within the Agency in the future, TRB will need more file space. However, the amount of extra space will be small due to the small number of such records. [REDACTED]

7. The exact amount of resources that will be needed depends upon the procedures that will be set up. This, of course, is ultimately going to be based on decisions made by Division Chiefs and Office Directors. Once such procedural plans are developed, then OIT will get involved in developing computer capabilities. Therefore, it is important that recommended procedures be set up as soon as possible so they can be approved and OIT can get moving. As soon as the legislation is finalized as far as our responsibilities are concerned, our task force needs to be expanded to include one or two OF and CCS representatives. This joint task force would handle inter-office concerns. In addition, we should establish an RD task force, concerned with new internal RD arrangements, by adding to our current group of two a representative from the Annuitant and Operations Sections. [REDACTED]

8. An example of the task before us as discussed in #7 regards the thrift plan. According to H.R. 3660, the Executive Director of the government wide thrift plan will establish and maintain an account for each employee or member. Periodic account statements will be furnished. Obviously, therefore, the normal procedure will be to furnish employee names and other information to the organization administering the thrift plan. We discussed this problem with several persons in CCS and OF and the following ideas were kicked around.

[REDACTED]

b) Set up a completely internal system.

c) Make arrangements with the Fund to supply them only with an account number rather than a name on our people. They would keep the records on an account number basis only, supply the information as necessary to OF, and OF would issue the periodic statements and provide information when necessary to IRS.

Clearly, determining resource needs depends on the course that is chosen. Thus, the task force needs to work out the details of possible courses of action, have the best one approved, and then request OIT to begin work on the computer programs that will be necessary. [REDACTED]

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